

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE**

THURSDAY, JANUARY 28, 2010

MINUTES

Present: Tom Callahan (Chair), Phil Barry, Harry Birkenruth, Mark Hammond, Matt Hart, and Phil Spak

Staff: Cynthia van Zelm

1. Call to Order

Chair Tom Callahan called the meeting to order at 3:03 pm.

2. Approval of Minutes from December 17, 2009

Phil Barry made a motion to approve the December 17, 2009 minutes. Harry Birkenruth seconded the motion. The motion was approved unanimously.

3. Update on Grants

Cynthia van Zelm said she was working to finalize grants to the Federal Transportation Administration Livability Grant program for the intermodal hub and transit pathway (Village Street) for Storrs Center as well as federal appropriations requests for hardware and software components related to parking, and a new, larger sewer line down part of Route 195/Storrs Road.

4. Update on Four Corners Sewer and Water Advisory Committee

Ms. van Zelm said the Four Corners Sewer and Water Advisory Committee had met and heard a presentation from Jeanine Gouin at Milone & MacBroom about the possible sources of water, costs, timing and approval process.

5. AJ Pappanikou Volunteer of the Year Award

The Committee agreed to work to solicit potential volunteer(s) of the year by April. Mr. Callahan suggested that the Committee continue to think of additional ways to recognize Mr. Pappanikou.

6. Review and Approval of Budget

The Committee reviewed the proposed FY2010-2011 budget. Matt Hart said the Town had not made any recommendations on salary at this point. He said that the union contracts that were negotiated last year with no salary increase were

for one year. Exempt employees also saw no increase. Partnership employees saw no salary increase last year. The Committee agreed to reevaluate any salary increase in the coming months.

The Committee also reviewed health care expenses and it was noted that there may be some additional health care costs which could come out of contingency. This will need to be monitored as well.

Mr. Birkenruth made a motion to recommend the FY2010-2011 budget as presented to the Board of Directors for approval. Mr. Barry seconded the motion. The motion was approved unanimously.

Mr. Callahan asked that the proposed budget, year to date current expenditures, current budget, and last year's actuals be presented to the Board of Directors at its next meeting.

7. Review of December 31, 2009 Financials

The Committee reviewed the December 31, 2009 financials.

8. Storrs Center – Next Steps

Mr. Callahan said that LeylandAlliance is continuing its discussions with potential equity and debt partners for Phase 1A. The driver continues to be rental housing in the first phase of the project.

Mr. Callahan said the voters in Madison approved funding the purchase of the Madison Landing project from LeylandAlliance.

Mr. Hart said he is continuing to work on a draft term sheet with LeylandAlliance.

The Committee agreed that everything needs to be done to move expeditiously on all fronts.

9. Adjourn

The meeting adjourned at 4:30 pm.

Minutes taken by Cynthia van Zelm